**The Whole School Success Partnership PLC Documentation Form**

Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Content Area (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_

Recorder name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorder: send to Shannon after each meeting and provide copies to your principal.

❒ PLC Documentation Form

❒ revised Teacher Action Plans

[Shannon.Warren@wwu.edu](mailto:Shannon.Warren@wwu.edu)

Shannon Warren, 516 High Street, Bellingham, WA 98225-9155

PLC Member sign in: If PLC members are not present entire meeting, indicate how long they attended.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❒ Present entire meeting

Did today’s meeting generate a need for any resources from your PLC, principal, or project leadership (materials, research, content needs)? If so, please list resources and needs below:

Next Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Next Meeting Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities (roles) for next meeting:

Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timekeeper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Norm Monitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic for next meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources needed for topic (articles, videos, student work, protocol for looking at student work):

**Resource Person Responsible**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_